

~~SECRET~~

6 September 1963

MEMORANDUM FOR: Assistant Director, CR

SUBJECT : Indexing Non-CIA Cables

1. The attached Staff Study, Tab A, recommends a procedure for the indexing of non-CIA cables on a broad subject/area basis in accordance with DD/I Notice 50-100-35 dated 24 May 1963.
2. The hard copy subject files for these cables will be maintained for at least 3 months in the CIA Library and reference service will be provided there.
3. The use of the files will be studied closely and modification of procedures will be made as required. An assessment of this system will be reported to you in approximately 6 months.
4. The Cable Secretary has advised that he will furnish DD/OCR with a copy of each non-CIA cable received if the Executive Director approves. Therefore, there is attached as Tab B a memorandum addressed to the Executive Director for this purpose.

Orig & 1 - Addressee
1 - CIA Librarian
1 - AB/DD
1 - dd
1 - Chrono

S/ 25X1

Chief, Document Division

S/ 25X1

CIA Librarian

APPROVED:

S/

PAUL A. BOREL
Assistant Director

~~SECRET~~

GROUP 1
Excluded from automatic
downgrading and
declassification